

# Netting a Job on the Internet

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Finding a job requires a multi-pronged attack. Just one of the tools in your job-search arsenal is the internet. But, perhaps you're not a web surfer and don't know "ftp" from "html."

## Why even bother with the internet?

- **It's there 24/7.** It's available anytime: weekends, holidays, the dead of night (when the kids are finally in bed)—anytime.
- **No Limits.** You can search for jobs in your own hometown or in Cameroon.
- **Demonstrate Your Leading-Edge Skills.** Finding an opportunity on-line or researching on the internet before an interview demonstrates you have some technical skills.
- **Explore Alternatives You Haven't Considered.** Not quite sure what you really want to be "when you grow up?" Self-assessment tools, occupational exploration, training-program information are all online.
- **It's Where the Jobs Are.** Many companies require electronic resumés and find applicants exclusively online.

CareerXRoad's 2007 Annual Sources of Hire Survey reports that "It is reasonable to imagine that every source of hire has an internet component. It may have been part of the research done to find candidates or the source of information candidates uncovered which caused them to apply. The internet is also increasingly the major means to apply and communicate no matter what the original source."

## Getting Started

The biggest problem with the internet is the vast quantity of information. It may seem like too much information.

Keep in mind that the internet is a tool, and like all tools, it is only as good as the skill of the user.

Learning to use the internet productively (like most things) takes time and effort. Don't be overwhelmed! Ask a friend or librarian (or your kid) for help, if you need it. You can also receive help from workers in the job search area at Workforce Services.

## Ask Questions

Before you start your internet job search, you might want to ask yourself a few questions that will help you narrow your employment search.

- **What kind of work do you want to do?** Come up with general occupations that interest you—not specific job titles. Often you will need to search for job duties rather than job titles—many businesses use their own unique job titles.
- **Who do you want to work for?** Are you interested only in certain industries? Do you want to work for a large employer? Do you have a specific employer in mind?
- **Where do you want to work?** Will you move anywhere for the right job or do you want to work in Enterprise, Utah?

## Finding the Right Sites

The right site for you will depend on how you answered the questions listed above. For example, large international sites are probably not your choice if you're looking for a job in rural Utah. Here are some other things to consider:

- Is it easy to use?
- Do they keep your identity confidential?
- Can you search with precision?
- Are the job listings dated so you know when they were added?

- How often is it updated?
- Who runs the service?
- Do you know someone who uses this service?
- If they charge a fee, is it worth it?

Internet job search resources can provide employment leads including:

- Job postings at major sites
- Job postings at local newspaper sites
- Job postings at individual companies
- Resume posting
- Job search assistance
- Information on employers, occupations, industries and employment
- Access to people important to your success
- Telephone and business directories
- Automation that notifies you when a job matches your interests
- Professional Associations
- Research Organizations
- Government Agencies
- Educational Institutions
- Community Organizations

Of course, we think the best place to start is the "no charge" Utah Department of Workforce Services web site: [jobs.utah.gov](http://jobs.utah.gov). Just go to the web site and click on "Find a Job." You can also use our online directory of Utah businesses to find employers in an industry/area that typically employs your particular occupation: [jobs.utah.gov/jsp/firmfind](http://jobs.utah.gov/jsp/firmfind). ☺



Here are just a few links to get you started on that internet job search:

- Utah Dept. of Workforce Services  
[jobs.utah.gov](http://jobs.utah.gov)
- Other State Job Banks  
[www.ajb.org](http://www.ajb.org)
- Federal Government Jobs  
[jobs.utah.gov/jobs/fedjobs.asp](http://jobs.utah.gov/jobs/fedjobs.asp)
- State Government Jobs  
[statejobs.utah.gov](http://statejobs.utah.gov)
- Career Builder  
[www.careerbuilder.com](http://www.careerbuilder.com)
- Hot Jobs (Yahoo)  
[hotjobs.yahoo.com](http://hotjobs.yahoo.com)
- Monster  
[monster.com](http://monster.com)
- Job Central  
[www.directemployers.com](http://www.directemployers.com)
- Employment Guide  
[www.employmentguide.com](http://www.employmentguide.com)
- Care Givers Job Clearing House  
[www.carecareers.net](http://www.carecareers.net)
- Get a Job  
[www.getajob.com](http://www.getajob.com)
- Job Hunt  
[www.job-hunt.org](http://www.job-hunt.org)
- Salt Lake City Help Wanted  
[www.saltlakecityhelpwanted.com/home/89.htm](http://www.saltlakecityhelpwanted.com/home/89.htm)
- Southern Utah Help Wanted  
[southernutahhelpwanted.com/home/15.htm](http://southernutahhelpwanted.com/home/15.htm)

## Applications



Job applications are an important part of the hiring process because they lead to an interview. The application provides you an opportunity to show the employer why he should hire you and gives a first impression of you. Employers use applications to gather information about prospective employees, to rank them, and determine who will get an interview.

It is a good idea to gather all of the information you need for a job application in advance. This usually includes your employment history, education and training information, and references. It will make it easier to fill out paper and electronic applications if you already have information such as names, addresses, and telephone numbers of past employers.

### Important tips:

- Always read through the application instructions carefully and follow them exactly. Make sure you don't miss any of the questions or answer them incorrectly.
- Always fill out the entire application so the employer knows you have read every question. Put an n/a in spaces that are "not applicable" to you. Some employers will remove applications that are not completely filled out during the first round of ranking.
- Make sure your information is accurate and perfect. There should be no misspellings or inaccurate phone numbers. This document should be neat and professional when you submit it.

- Write complete sentences and use the "key words" from the job description that is posted. This will be particularly helpful if the employer does a "key word" search to rank applicants.
- Never, ever lie.
- Use a black pen.
- Make sure you list the job you are applying for, do not write "any position."
- If the application asks for your salary requirements write "open" or "negotiable." The most beneficial time for you to discuss salary is when the employer offers you the job.
- Try to avoid writing words like "fired" or "quit" when asked reasons for leaving your past job. Try to sound positive using phrases such as "looking for more responsibility."
- If you have past criminal convictions, be honest. Employers can easily check this information. You may want to write "will discuss during interview" or type a brief explanation outlining what you learned from the experience.

You may be required to submit a cover letter, resume and application for a job. Many companies are using on-line applications that you will fill out directly on the web.

Whether you are filling out a paper form or an on-line application, make sure it is perfect and follow the instructions carefully! ©